

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605. *Key 27461*

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

| | | | | | |
|---|--|---|--|-------------------------------------|---|
| (1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles | | (2) AGENCY BILLING CODE 51 | | (3) PAGE 1 OF 2 PAGES | |
| (4) DIVISION/ BRANCH/ SECTION Licensing Operations Division / <i>Driver Licensing Branch</i> | | (5) ADDRESS 2750 24 th Street Sacramento CA 95818 | | | |
| CHECK THE APPROPRIATE BOX | | | | | |
| (6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)] | | | | | |
| (7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.) | | | | | |
| (8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.) | | | | | |
| NEW SCHEDULE INFORMATION (If applicable) | | (9) SCHEDULE NUMBER | (10) SCHEDULE DATE 11/14/07 | (11) NUMBER OF PAGES 2 | (12) CUBIC FEET (Total Schedule) 1.2 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | | (13) SCHEDULE NUMBER DMV-LOD-051 | (14) APPROVAL NUMBER 07-232 | (15) APPROVAL DATE (S) 9/24/2007 | (16) PAGE NUMBER(S) REVISED - ALL |
| (17) MISSION/FUNCTIONAL STATEMENT : The Licensing Operations Division (LOD)/Driver Licensing Branch consists of four units providing the operational and administrative support necessary to perform the full range of the Department's licensing function. | | | | | |
| PART I – AGENCY STATEMENTS | | | | | |
| As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. | | | | | |
| (18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Alan Maubon</i> | | (19) TITLE <i>Branch Chief</i> | | (20) PHONE NUMBER 1-8504 | (21) DATE SIGNED 12/10/07 |
| In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual. | | | | | |
| (22) SIGNATURE - RECORDS MGMT. ANALYST <i>W. P. ...</i> | | (23) CLASSIFICATION SSM 1 | (24) NAME (Printed or Typed) J. MERCHAD | (25) PHONE NUMBER 657-5623 | (26) DATE SIGNED 7/3/08 |
| PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) | | | | | |
| (27) SIGNATURE – CalRIM CONSULTANT <i>John E. ...</i> | | (28) APPROVAL NUMBER 07-232 | | (29) DATE SIGNED 8/6/2008 | (30) EXPIRATION DATE 8/6/2013 |
| PART III – ARCHIVAL SELECTION (Per Government Code Section 14755) | | | | | |
| THE ATTACHED RECORDS RETENTION SCHEDULE: | | | | | |
| (31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives | | | | | |
| (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.) | | | | | |
| (33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney T. Bailey, Archivist</i> | | | | (34) DATE SIGNED August 13, 2008 | |



| 3 (37) | CUBIC FEET * (38) | CA. STATE ARCHIVES USE ONLY (39) | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40) | MEDIA (41) | VITAL (42) | RETENTION | | | | PRA (Exempt) & IPA (47) | REMARKS (48) |
|-----------|-------------------------|---|--|---------------|---------------|---------------|-------|------|---------------|-------------------------------------|---|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| | | | | | | (43) | (44) | (45) | (46) | | |
| 1 | ↓ | | <u>RECORDS MANAGEMENT</u> Record Retention Schedule Approval Requests and Records Retention Schedules (RRS) (STD 73) | P | | Current | | | Current | | NOTE: Where specific authorities are not shown, program retention values are Program Manager, Branch Chief or Director's decisions. LEGEND: GC – Government Code HRB – Human Resources Branch IPA – Information Practices Act Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current |
| 2 | ↓ | | Records Inventory Worksheet (STD 70) | P | | Current | | | Current | | |
| 3 | 1 | | <u>ADMINISTRATIVE RECORDS</u> PERSONNEL FILES, INFORMAL | P | | ACTIVE | | | <i>active</i> | XI | |
| 4 | 2 | | <u>STATISTICAL FILES</u> BUDGET | P | | Active + 3 | | | Active + 3 | X | RETENTION AUTHORITY ACTIVE UNTIL RESCINDED OR SUPERSEDED. RETAIN FOR ADDT'L 3 YEARS, THEN DESTROY ACTIVE UNTIL RESCINDED OR SUPERSEDED. RETAIN FOR ADDT'L 3 YEARS, THEN DESTROY ACTIVE UNTIL RESCINDED OR SUPERSEDED. RETAIN FOR ADDT'L 3 YEARS, THEN DESTROY CURRENT UNTIL RESCINDED OR SUPERSEDED. RETAIN FOR ADDT'L 3 YEARS, THEN DESTROY. |
| 5 | ↓ | | OVERTIME REPORTS | P | | Active +3 | | | Active +3 | | |
| 6 | ↓ | | TELEPHONE REPORTS | | | Active +3 | | | Active +3 | | |
| 7 | ↓ | | WORKLOAD REPORTS | | | Current +3 | | | Current +3 | | |
| 8 | 9 | | <u>PROGRAM FILES</u> CORRESPONDENCE, INTERNAL/EXTERNAL (RECORDS RELATIVE TO INTERNAL ADMIN INCLUDING GOLDENRODS, 1101, FAN MAIL. OFFICE ORGANIZATION, STAFFING, COMMUNICATIONS. | P | | 5 | | | 5 | | DESTROY AFTER 5 YEARS OR WHEN NO LONGER VALID, WHICHEVER OCCURS FIRST. |
| Total | 13 | | | | | | | | | | |

* Provide total of office and departmental